

Meeting Notes
Tenant Work Group - Final Report Drafting Group
Tuesday, September 29, 2009
6:30-8:30pm
Executive Conference Room
101 Monroe Street
Rockville, MD 20850

Work Group Members in attendance: Matt Losak (Chair), Lesa Hoover, Chuck Short, Dale Tibbitts

Staff participants: Megan Moriarty and Ira Kowler, IMPACT Silver Spring; Patrice Cheatham, DHCA; Debbie Spielberg, County Council

Agenda

- Review draft final report
- Discuss draft final report

Notes:

Matt Losak called the meeting to order at 6:30pm.

Matt requested the group members take the first 20 minutes to review the draft.

Group first discussed the structure of the report. Matt felt the specific issues could be moved around, but in general the format is fine. Patrice Cheatham thought findings and recommendations might be hidden in the report (difficult to see). Matt noted these could be highlighted in the Executive Summary and the final formatting should highlight these parts. Chuck Short wanted to cut down on prose and shorten the report.

Matt emphasized the need to be more declarative in the report. Rather than saying "tenants we talked to were concerned about," say "tenants are concerned about."

4 main groupings for the report:
Affordability and Security
Code Enforcement and complaint
Communication and information
Tenant Advocacy

Megan will take electronic notes with track changes, each member should keep their own notes and give Matt a copy.

Chuck believed we should be clear in the letter that the group makeup was intended to represent tenants. Matt wanted to add in data about what percentage of residents are renters in the letter.

The group then moved to edit the draft page-by-page.

The group did word editing of the first section of the report (Cost of Rental Housing). All recommendations were kept, but the findings sections were shortened. Changes can be found through Megan's copy of the final report with track changes.

Debbie will combine rent data and stabilization sections and re-draft them.

Upcoming Editing Group Meetings:

Monday, October 5, 6:30pm, IMPACT Silver Spring, 1313 East-West Highway

Tuesday, October 6, 6:30pm, IMPACT Silver Spring, 1313 East-West Highway